

1. Click **Search** on the main menu



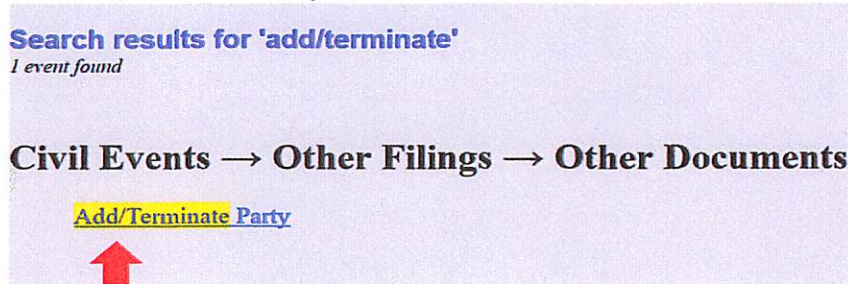
2. Type **Add/Terminate** in the box.

A screenshot of a search dialog box titled 'Search Menus and Events'. It contains a text input field with the text 'add/terminate' and a 'Search' button.

3. Click Search

The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

4. Click Add/Terminate Party



5. Enter the case number.
6. Click **Find This Case**.
7. Click **Next**.

A screenshot of the 'Other Documents' section. It has a heading 'Other Documents' and a sub-heading 'Civil Case Number'. Below this is a text input field containing '09-152' and a 'Find This Case' button, both highlighted with yellow boxes. At the bottom are 'Next' and 'Clear' buttons.

8. Verify the case number and case title.
9. If correct, click **Next**.

If incorrect, click your browser's back button and enter the correct case number.

Other Documents

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Next

Clear

10. Search for the party you would like to add. Search for your party capitalizing only the first letter of the name. **DO NOT** capitalize the entire name (Example: Doe, John; Doe, Jane; United States District Court). If the parties name appears the way you like, highlight the party and click **Select Party**. Note: If the name does not appear click **Create New Party**.

Other Documents

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Add Party Next

[Collapse All](#) [Expand All](#)

☒ Jed Clampett pla
☒ Minnie Duck dft
☒ Harris Bank dft
☒ John Hathaway pla
☒ Lulu Rogers pla

Search for a party

Last / Business Name First Name Middle Name

Search

Search Results

- ☒ Doe, John
- ☐ Doe, John D
- ☐ Doe, John
- ☐ Doe, John1
- ☐ Doe, Johnny
- ☐ Doe 1, John

Select Party Create New Party

11. Using the drop-down menu, select the role the party should play. All other office and address information should be blank. Note: In the **Party text** field you may add descriptive text: (Example: Dr., An Individual or A Delaware Company.)

Party Information

John Doe

Title

Role

Pro se

Prisoner Id

Office

12. Select Add Party

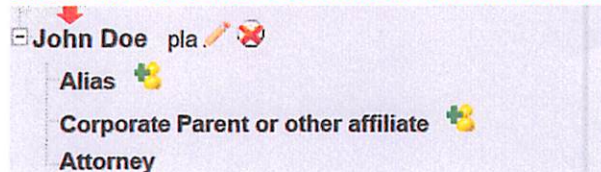
Start date


Corporation


Add Party Start a New Search

13. Your newly added party will now appear in the party tree on the left. Click **Add Party** and repeat steps 10-12 to add additional parties. Enter as many names as possible within the 30-minute timeframe.

Note: Please beware, CM/ECF will time you out if you remain on one screen without moving to another screen for more than 30 minutes. You will lose all names added if timed out.



Note: If there is a mistake with the name, delete the name by selecting the delete button  and start again.

If you would like to change the party role select the edit party button . The party information screen will open and allow you to change the role or add party text. Make your change and click **Save Changes**.

14. Once all parties have been added to the party tree click next.
15. If there are parties that need to be terminated regarding your filing or if leave was given, you may select those parties here. Note: Hold the control button to select multiple parties. If you have accidentally highlighted a party to be deleted and do not want the party to be deleted click the **Clear** button.

Other Documents

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Select the party or parties for termination from the case.

Clampett, Jed (Plaintiff) represented by Sum--Crowe, Ryan
 Duck, Minnie (Defendant) represented by Sum--Crowe, Ryan
 Harris Bank (Defendant)
 Hathaway, John (Plaintiff) represented by Sum--Crowe, Ryan
 Rogers, Lulu (Plaintiff) represented by Sum--Crowe, Ryan

Next Clear

16. Click Next, Click Next again.

17. Verify your text and click Next.

Note: If you have made a mistake you may go back and start again. Please feel free to contact our Help Desk line during normal business hours at 312-582-8727 for any additional assistance.